

CONFIDENTIAL

6 AUG 1956

MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT : Review of Grade Structure Within the Office
of Central Reference

REFERENCE : Memorandum dated 5 June 1956, to D/P from ADD/S;
subject: Same as above

1. This memorandum is for information only; particular reference is made to paragraphs 3, 4 and 6.

2. This Office has completed the initial phase of the OCR position evaluation survey as recommended by the Inspector General. The survey schedule followed was proposed by OCR after a series of discussions on current and proposed program changes.

3. This initial fact-finding phase of our survey included conducting extensive audits and review of approximately [] professional and clerical positions. Greatest survey emphasis was placed upon the review of professional positions in grades GS-07 through GS-12.

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4. Although a number of individual upward reclassifications have already been effected, our plans include further discussions, during the middle of August, with OCR officials to determine the extent OCR program plans can support T/O grade adjustments. Our preliminary review indicated that possibly 10% of [] positions may warrant upward grade adjustments.

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5. Attached is a detailed report covering the OCR survey activities.

6. It is anticipated that the OCR survey will be completed by 31 August 1956.

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Harrison G. Reynolds
Director of Personnel

Attachment
OCR Survey Report

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